



# THE INDIANA CHILD SUPPORT Employer Online Payment System

Your company may be **legally required** to transfer child support funds electronically.

The Indiana Child Support Bureau has developed a Free Website for employers to electronically transfer child support payments to the State Central Collection Unit.

IC 31-16-15-16 requires any Indiana employer with more than 50 employees, and who is required to withhold income from more than one employee for child support, to make payments through electronic funds transfer.

## Employer Benefits

- Huge time saver
- Easy to use
- Eliminates checks and processing errors
- No lost checks
- Cuts out mailing time and postage costs
- One location for all Indiana child support payments
- Less time spent responding to phone inquiries
- E-mail confirmation of payment receipt
- Maintains payment history

## What Do You Need to Use the Website?

Internet access, an E-mail address and a fax machine.

## Is This a Secure Website?

Yes. It meets all the security requirements dictated by the Indiana State Board of Accounts.

## Who Can Use This Website?

Any employer with Indiana child support to process, including:

- Employers with multiple companies
- Employers with multiple payroll periods
- Accounting firms
- Payroll processing companies

## How Does It Work?

The Child Support Bureau will do the initial setup, create identifications and passwords so the employer can access the Website. This includes entering all pertinent employer information, including bank information and current child support cases.

An agreement form will be faxed to the employer along with instructions on using the Website. The Child Support Bureau will verify with the Bank that the routing and account numbers are correct and then authorize the employer to make payments.

The employer may access the Website to update, submit and verify payments every pay period. This information is downloaded into the state's mainframe and an electronic

fund transfer (EFT) debit is created. It is then forwarded to the employer's bank on the effective date removing the total amount of child support payments to be paid. The following day a confirmation E-mail is sent notifying the employer that this transaction took place.

## How Do You Sign Up?

Employers can contact the Employer Maintenance Unit (EMU) for their issues concerning child support payments by phone at (317) 232-0327 or 1-800-292-0403.

## Important Reminder:

Be sure that your company is reporting New Hire information to the Indiana New Hire Reporting Center.

It is even easier and faster when you use the free New Hire website at [www.in-newhire.com](http://www.in-newhire.com). Reporting New Hire information is required by I.C. 22-4. 1-4. For further information, contact Indiana New Hire through this Website address or by calling 317-612-3028 or 866-879-0198.



INDIANA DEPARTMENT  
OF CHILD SERVICES

CHILD SUPPORT  
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